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| **NUIM STAFF, POSTGRADUATE, UNDERGRADUATE**  **APPLICATION FOR TRAVEL INSURANCE** | |
| NAME |  |
| DEPARTMENT |  |
| MU EMAIL ADDRESS |  |
| MOBILE PHONE NUMBER  (for emergency use) |  |
| DESTINATION |  |
| DURATION OF TRIP | From: dd/mm/yy To: dd/mm/yy |
| PURPOSE OF TRIP |  |
| HOTEL/ACCOMMODATION DETAILS |  |
| FLIGHT DETAILS |  |
| HAVE YOU BEEN ISSUED WITH A FIRSTASSIST CARD? (If you do not already have a card one will be issued to you by this office) | YES/NO (Delete as appropriate) |
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| NOTES: | |
| **To avail of the University Travel Policy all travel must be notified to the Health & Safety Office.**  The policy does not provide cover in respect of journeys to restricted countries **without prior notification to and acceptance by Insurers**:- Afghanistan, Chad, Chechnya, Democratic Republic of Congo, Iran, Iraq, Israel, West Bank and Gaza Strip, Ivory coast, Liberia, Mali, North Korea, Somalia, Sudan, South Sudan, Syria, Lebanon and Yemen. **It is important to note that this list of countries can change and that all trips must be advised to the Health & Safety Office with adequate notice. The Health & Safety Office can advise insurers of the proposed travel arrangements and ensure that cover is in place.** | |
| **SABBATICAL LEAVE** The travel policy only covers travel up to a maximum period of 30 days. In the case of Sabbatical Leave, where one is travelling abroad for more than 30 days, please contact the Health & Safety Office. | |
| **UNDERGRADUATE STUDENTS** Undergraduate students of the University are covered by this policy only in respect of travel on fieldtrips or course related activities that are part of their academic course requirements. This travel is subject to prior completion of Risk Assessment and supporting documentation available from the Health & Safety Office. | |
| **VACCINATIONS AND INNOCULATIONS** All those travelling abroad should consult Tropical Medical Bureau website [www.tmb.ie](http://www.tmb.ie) for up to date information regarding vaccinations and innoculations against infectious diseases, well in advance of any planned travel, three months minimum. If you have any queries please contact the Health & Safety Office. | |

Please email completed form to: [Brendan.T.Ashe@nuim.ie](mailto:Brendan.T.Ashe@nuim.ie) and [Mary.oleary@nuim.ie](mailto:Mary.oleary@nuim.ie) or post to Health & Safety Office, South Campus prior to undertaking travel.

A record of Staff and Postgraduate travel should be kept by Departments.  
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Health & Safety Office Use:

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| Date Received: | Referred to Insurers on: | Reason: Outside Europe/USA □ Over 30 days □ Sabbatical Leave □ | |
| Additional Premium payable by Department: € | | Travel Card Issued: |